



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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ACCOUNTING MEMO

#06-06

TO: All Departments and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: October 17, 2005

SUBJECT: ACTIVE CARD INTEGRATION – VENDOR UPDATE

In order to streamline our vendor payment process, during August 2004, the Division of Accounting launched a program referred to as Active Card Integration (ACI). This program is designed to capture expenditures that are currently being paid via check using the payment voucher (PV) process. Once the PV processes, instead of a check being generated, the payment is made using a vendor SuperCard. The ACI program has been highly effective and is currently eliminating over 1,500 vendor checks each month.

There are 10 vendors participating in this program and we plan to add more vendors periodically. The vendors currently participating in this process include:

<u>VENDOR</u>	<u>EIN</u>
1. Arch Wireless	223317420 AD
2. Barrett Business Services	520812977 AC
3. Canon Business Solutions	132677004 AA
4. Canon Financial Services	223056822 AA
5. Verizon Wireless	223723921 AB
6. Chart One	943360691 AA
7. News Journal	160442930 AA
8. Wissahickon Spring Water	232011897 AA
9. Glover Equipment	520781550 AA
10. School Specialty	390971239 AB

To ensure your payment is applied to your account correctly, the PV must be completed correctly:

- Use the correct Employer Identification Number (EIN) that has “ACI Transactions” as part of the address (the billing “remit to” address must match the EIN)
- Reference the exact invoice number in the vendor invoice field
- Do not mark your PV to have the check returned

The exceptions are:

1. If your invoice does not have an invoice number, reference the account number.
2. For **Verizon Wireless** you must reference the **Account Number** in the vendor invoice field.

Please inform Phyllis Jurczak at 744-1052 or Phyllis.Jurczak@state.de.us if you have questions.